

**REQUEST FOR PROPOSALS
(RFP)**

RFP # 10-01-RB

Issue Date: July 2, 2009

Title: Ecological Services for CERCLA Sites

Commodity Code: 96215, 92640

Issuing Agency: Commonwealth of Virginia

Department of Environmental Quality
Attn: Renee' Bishop, Contract Officer
P. O. Box 1105
Richmond, VA 23218

Using Agency And/Or Location
Where Work Will Be Performed: Department of Environmental Quality
Hampton Roads, Roanoke and Farmville, Virginia

Initial Period Of Contract: From Date of Award until September 30, 2009.

Sealed Proposals Will Be Received Until: July 20, 2009 at 2:00 p.m. For Furnishing The Services Described Herein.

All Inquiries For Information Should Be Directed To: Renee' Bishop, Contract Officer, Phone: (804) 698-4061 or E-mail: renee.bishop@deq.virginia.gov.

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE DELIVERED BY COURIER, DELIVER TO: Department of Environmental Quality, Attn: Renee' Bishop, Contract Officer, 629 East Main Street, Richmond, VA, 23219. PROPOSALS MAY ALSO BE HAND DELIVERED TO: 1st Floor Receptionist at the street address shown above for courier delivery.

In Compliance With This Request For Proposals And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

Name And Address Of Firm:

Zip Code: _____

eVA Vendor ID or DUNS Number: _____

Fax Number: (____) _____

E-mail Address: _____

Date: _____

By: _____

(Signature In Ink)

Name: _____

(Please Print)

Title: _____

Telephone Number: (____) _____

PRE-PROPOSAL CONFERENCE: No Conference will be held.

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

TABLE OF CONTENTS

RFP # 10-01-RB

	<u>PAGE</u>
I. PURPOSE	3
II. BACKGROUND	3
III. STATEMENT OF NEED	3
IV. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS	8
V. EVALUATION AND AWARD CRITERIA	11
VI. REPORTING AND DELIVERY INSTRUCTIONS	12
VII. PREPROPOSAL CONFERENCE.....	12
VIII. GENERAL TERMS AND CONDITIONS	12
IX. SPECIAL TERMS AND CONDITIONS	20
X. METHOD OF PAYMENT	23
XI. PRICING SCHEDULE.....	23
XII. ATTACHMENTS.....	24
A. OFFEROR DATA SHEET	
B. SMALL BUSINESS SUBCONTRACTING PLAN	

I. PURPOSE: The purpose of this Request For Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive negotiations with one contractor to provide technical support to the Virginia Department of Environmental Quality (VDEQ) Office of Remediation Programs (ORP) in fulfillment of its oversight and enforcement responsibilities for Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and Resource Conservation and Recovery Act (RCRA) activities at CERCLA sites

II. BACKGROUND: CERCLA, enacted in 1980 and commonly referred to as “Superfund,” provides the Commonwealth of Virginia with necessary authority to respond to releases of hazardous substances that have or might have occurred. CERCLA was amended in 1986 by the Superfund Amendments and Reauthorization Act (SARA), and again in 1992 by the Community Environmental Response Facilitation Act (CERFA). Additionally, the Commonwealth of Virginia has the responsibility for assuring compliance with and corrective action under RCRA and the Federal Facilities Compliance Act (FFCA) at all Federal facilities and Formerly Used Defense Sites (FUDS). RCRA was amended in 1986 by the Hazardous and Solid Waste Amendments (HSWA). (All references to CERCLA and RCRA in this RFP are incorporated as part of this proposal and will become part of the contract.)

The Commonwealth of Virginia relies on the VDEQ to work with the U.S. Environmental Protection Agency (USEPA) to address the challenges posed by contamination at CERCLA Sites. The mission of the VDEQ Site Assessment program is to identify, investigate and prioritize these sites thus facilitating faster, more efficient and less costly investigative and remedial activities. Such activities ultimately translate into the reuse of these properties. This is accomplished through numerous national and regional agreements governing the cleanup of Sites, such as Memoranda of Understanding (MOUs), as well as applicable federal, state, and local laws, regulations, guidance, and policies.

III. STATEMENT OF NEED: The DEQ Office of Remediation Programs anticipates the need for investigational activities (such as surface and subsurface soil, groundwater, and sediment sampling and analysis, etc.) for various CERCLA Sites located in the Hampton Roads, Roanoke and Farmville Virginia areas. USEPA methods for sample analyses to be employed, per SW-846, depending on suspected contaminant presence.

The offeror should anticipate a level of effort consistent with a nominal 3 Sites to be investigated through this contract, which could entail collection and analysis of an aggregate total of 40 surface soil samples, 10 groundwater samples, and 10 surface water/sediment samples. The actual number of Sites and samples to be included in this contract may vary from this based on site access, site-specific conditions and other factors.

The contractor shall submit analyses, recommendations (as requested by the Contract Administrator), reports, and other materials required under this contract for critical review by the Contract Administrator. The VDEQ will make all final regulatory, policy, and interpretive decisions resulting from contractor-provided technical support under this contract, including contractor-provided recommendations.

The owner of the property to be investigated shall have executed a Site Access Agreement with VDEQ, giving permission for VDEQ personnel and the contractor to go onto the property to

perform these services. VDEQ will work with the property owners to secure all Site Access Agreements; no work is anticipated by the contractor to secure such Site Access Agreements. The property owner will not assume any responsibility or liability for any actions taken by the contractor while on his or her property. The contractor shall be responsible for any damages it causes while on the property. All roads, paths, and trails used by the contractor shall be maintained in original condition, or restored to original condition once work has been completed. See Section IX Special Terms and Conditions below.

The contractor shall perform all VDEQ requested tasks as requested in this RFP. The contractor shall be knowledgeable with regulations and guidance with regard to CERCLA and RCRA and all other pertinent Federal and State laws/regulations pertaining to environmental investigations.

All work products resulting from the performance of this contract are the property of the VDEQ. The contractor shall not publish or otherwise release, distribute, or disclose any work product generated under this contract without obtaining written approval from VDEQ in advance. The contractor shall not provide any legal services to the VDEQ under this contract, nor will the contractor make any decisions on behalf of the VDEQ with respect to deliberations, programmatic matters, inherently governmental functions, or compliance determinations. During instances which involve contact with both the public and government officials, contractor personnel shall identify themselves as contractor employees working under contract to the VDEQ. Contractor identification badges or visitor badges (if provided) shall be prominently displayed at all times and clearly visible in all public settings.

Based upon current projections, the VDEQ estimates that 3 sites (within the initial one-year contract period) will require some form of contractor technical assistance. The actual number of Sites subject to contractor technical assistance during the contract period may be fewer or greater than the estimate of 3 Sites. However, if greater than 3, no additional Sites shall be added without proper written authorization from VDEQ Contract Officer.

A. TECHNICAL REQUIREMENTS

Task 1 - Project Management:

Preparation of Site-Specific Plans: The Commonwealth of Virginia reserves the right to utilize existing VDEQ approved document(s) which may function as a generic equivalent for the following:

Develop Health and Safety Plan (HASP). The contractor shall prepare a site-specific HASP (or utilize a VDEQ approved HASP from a comparable site within the Commonwealth of Virginia) that specifies employee training, personal protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120 1(1) and (1)(2).

Develop Sampling and Analysis Plan (SAP). The contractor shall prepare a site-specific Sampling & Analysis Plan (or utilize a VDEQ approved SAP from a comparable site within the Commonwealth of Virginia). The contractor shall use a SAP developed by the USEPA, when applicable. [This is only necessary if the contractor will be taking split samples.]

Develop Quality Assurance Project Plan (QAPP). The contractor shall prepare a site-specific QAPP (or utilize a VDEQ approved QAPP from a comparable site within the Commonwealth of Virginia).

Task 2 – Technical Reviews :

Provide assistance to VDEQ in conducting a technical review of documents or other materials (i.e., videos, databases, etc.) prepared by or associated with the USEPA, and/or VDEQ Site Assessment program. Technical reviews may include documents involving environmental activities under CERCLA and RCRA and/or support related to specific Commonwealth of Virginia initiatives. Additionally, the contractor shall be familiar with the Clean Water Act, Safe Drinking Water Act, the National Contingency Plan and the Clean Air Act.

Although technical reviews are accomplished through an interactive process of regulatory comment by the Commonwealth of Virginia, the VDEQ has the ultimate authority on remedial or corrective action decisions. In addition, the contractor may be requested to review available information to assist the VDEQ in preparing for an upcoming event. This may include providing a summary or analysis to the VDEQ.

The VDEQ will specify in the individual task order/work assignment the documents or other materials to be reviewed, the due date for receipt of deliverable, and the level of detail required. Every review, regardless of level of detail, shall satisfy all of the elements specified in the performance standards below.

Task 3 – Meeting Support:

Contractor shall act as Technical Advisor by providing technical support to VDEQ by participating in meetings, both in person and via conference calls, either internal to the VDEQ or with other Federal, state, non-Federal personal responsible party, or Site Assessment contractor personnel. The contractor may be called upon to defend, clarify, or explain any comments it offered related to a project. This may entail the contractor delivering a formal presentation using visual aids such as maps, computer programs (i.e., PowerPoint), or overhead transparencies.

In addition to technical support, the contractor may be required to provide logistical support to the VDEQ at designated locations in the planning and facilitating meetings and/or conference calls, and may be required to submit meeting minutes or summaries of discussions for which the contractor was present.

Task 4 –Field Activities and Data Review:

Deliverables under this task shall include a report that provides background discussion and description of each Site audited, inspected, or otherwise assessed, including maps, charts, photographs, or similar depictions; descriptions of field and sampling activities performed, including maps or charts depicting sampling sites (preferably with GIS-derived coordinates); discussion of analyses performed and results of data screening; and summary of data and analytical results; and pertinent references.

Field Audits and Inspections: Contractor shall provide assistance to VDEQ in conducting field audits and inspections to evaluate Sites with Desktop Audit (DA), Preliminary Assessment (PA)/Site Inspection (SI) and/or Remedial Investigation (RI) type activities, as specified in CERCLA, as well as activities related to RCRA such as underground storage tanks (USTs), landfills, etc.

The contractor may also be required to visit a site for the purpose of becoming familiar with the property.

This activity may include the implementation of work plans, sampling, and analytical plans associated with possible hazardous, toxic, or radioactive wastes (HTRW).

Activities include:

- a. Preparing a Field Audit Plan/Split Sample Plan that explicitly describes field audit activities the contractor will undertake, including a checklist of such activities.
- b. An approved sampling and analysis plan, and quality assurance program plan (QAPP).
- c. Maintaining a diary or log of detailed observations at the site, including interactions with all parties, results of field tests, and observations about conformance with the approved plans. Deviations from the approved plans shall be noted as well. Diaries and logs may be supplemented by photographs and/or video. Letter reports documenting the field audit or inspection activities performed may be required.

Field Sampling: If requested, the contractor shall provide assistance to the VDEQ, USEPA, in collecting samples from selected Sites.

In general, activities the contractor shall conduct may include:

- a. Developing and submitting a sampling and analysis plan (or generic equivalent and/or proxy) to the Commonwealth of Virginia for critical review, comment, and approval.
- b. Preparing a QAPP (or generic equivalent and/or proxy) and site Health and Safety Plan (HSP) (or generic equivalent and/or proxy).
- c. Providing coordination support to the VDEQ through the USEPA/Federal Contract Laboratory Program.
- d. Procuring private analytical support.
- e. Conducting sampling activities in accordance with the QAPP.

- f. Providing sample management (i.e., FORMS II Lite, SCRIBE, ANSETS, Chain-of Custody sample tracking, sample retention, and maintenance of sample integrity).
- g. Managing Investigative Derived Waste (IDW).

Contractor shall provide personnel which are trained/skilled in the collection of air, groundwater, sediment/soil, surface water and biota samples. Additionally, trained personnel shall be knowledgeable in soil gas sampling.

Contractor shall provide personnel that are trained in OSHA, lead, asbestos, USTs. Additionally, trained personnel shall be knowledgeable in practices/techniques/measures.

Data Review (Validation, Evaluation, and Reporting): The contractor shall provide data validation on the usability of the data and compile analytical data. Typical activities shall include data reduction, tabulation, and evaluation.

Contractor shall verify and report to the VDEQ that adequate sample management was performed.

Successful accomplishment of Task 4 may involve the use of certain activities under Tasks 1, 2, 3, or 5.

Task 5 – Other Technical Support:

Contractor shall provide the following types of additional technical support at the sites covered within this proposal:

Subtask 5.1 – CERCLA Site Assessment Support:

Contractor shall assist the VDEQ in overseeing CERCLA (and possibly RCRA) site assessment activities at Sites. Under normal occurrences, the contractor will be tasked to conduct CERCLA site assessment activities. Site assessment activities may include, but are not limited to: Desktop Audit, Preliminary Assessment/Site Inspection, and Expanded Site Inspection (ESI).

Subtask 5.2 – Data Management Support:

Contractor shall conduct data management activities to support the VDEQ's internal management of the Superfund program and related projects. Furthermore, any applications (i.e., databases) developed in the performance of activities during the term of this contract will become the property of VDEQ. Data management activities include: developing automated or written management information systems and record management systems; developing and maintaining regional tracking systems, databases, spreadsheets, and reporting systems; developing document inventory lists; manipulating information from various sources to create unique reports for Commonwealth of Virginia; converting existing data between systems; and developing and modifying draft

geographical information systems (GIS) or geospatial reports for Site Assessment and/or Superfund sites.

Subtask 5.3 - State of Virginia Initiatives and/or Project-Specific Technical Support:

Provide technical assistance to the VDEQ Office of Remediation Programs initiatives and project-specific activities not mentioned elsewhere in the SOW. Activities may include, but are not limited to: information gathering and summation of various topics directly or indirectly associated with other activities in the SOW; preparing “stand alone” technical deliverables; indexing references; providing specialized expertise; participating in workgroups and partnership sessions; researching the latest technological remedies and software; and utilization of state-of-art project management tools.

Task 6 – Work Assignment Closeout and Delivery of Documents and Data:

Contractor may be requested to consolidate project files and transport them to the VDEQ Central Office in Richmond, VA.

Contractor may be requested to collect/submit survey elevation data and/or graphical information system (GIS) data at specific locations, at selected Sites.

B. TRAVEL

The contractor will be reimbursed for travel expenses incurred during the performance of the work tasks identified in the Statement of Needs. The contractor shall be required to submit copies of actual travel expenses with each invoice.

Meals and Lodging

Reimbursement for meals and lodging shall be in accordance with the most current travel reimbursement per diem rates established by the Virginia Department of Accounts. Travel reimbursement rates may be accessed from the following website: http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Summary.cfm. Scroll down to Travel Regulations and click on 20335.

Public Transportation

If public transportation (car rental, airfare, etc.) is utilized, the contractor shall seek the most economical method of transportation. In addition, the contractor shall obtain prior approval for the travel from the VDEQ Contract Administrator. Failure to obtain prior approval for public transportation may result in rejection of reimbursement claims.

IV. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:

A. GENERAL INSTRUCTIONS:

1. **RFP Response:** In order to be considered for selection, offerors must submit a complete response to this RFP. One (1) original and (3) copies of each proposal

must be submitted to the VDEQ. **The ORIGINAL copy of the proposal must be marked as such.** No other distribution of the proposal shall be made by the offeror.

2. Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross-references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
- d. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of an Offeror to satisfy a "must" or "shall" requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offerors' proposal.

- e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
 - f. Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the offeror must invoke the protections of § 22-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.
3. **Oral Presentation:** Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the agency. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The issuing agency will schedule the time and location of these presentations. Oral presentations are an option of the purchasing agency and may or may not be conducted.

B. SPECIFIC PROPOSAL INSTRUCTIONS:

Proposals should be as thorough and detailed as possible so that the Department of Environmental Quality may properly evaluate your capabilities to provide the required goods/services. Offerors are required to submit the following items as a complete proposal:

- 1. Return the RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required.
- 2. Offeror Data Sheet, included as an attachment to the RFP, and other specific items or data requested in the RFP.
- 3. A written narrative statement to include:
 - a. Experience in providing the services described herein.
 - b. Names, qualifications and experience of personnel to be assigned to the project.

4. Specific plans for providing the proposed goods/services including:
 - a. List of proposed supplies/equipment.
 - b. What, when and how the service will be performed.
 - c. Time frame for completion.
5. Proposed Price: Indicate in the Pricing Schedule, Section XI of the RFP.
6. Small Business Subcontracting Plan: Summarize the planned utilization of DMBE-certified small businesses which include businesses owned by women and minorities, when they have received DMBE small business certification, under the contract to be awarded as a result of this solicitation. This is a requirement for all prime contracts in excess of \$100,000 unless the solicitation has been set-aside for small businesses or no subcontracting opportunities exist. **(Must complete Small Business Subcontracting Plan, Attachment B.)**

V. EVALUATION AND AWARD CRITERIA:

- A. **EVALUATION CRITERIA:** Proposals shall be evaluated by the Department of Environmental Quality using the following criteria:

<u>FOR SERVICES</u>	<u>POINT VALUE</u>
1. Specific plans or methodology to be used to perform the services	20
2. Price	20
3. Qualifications and experience of offeror's firm and staff to be assigned to perform the services.	30
4. Ability to complete work on or before September 30, 2009	10
5. Small Business Subcontracting Plan	20
TOTAL	100

- B. **AWARD OF CONTRACT:** : Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

VI. REPORTING AND DELIVERY INSTRUCTIONS

- A. The contractor shall provide the deliverables as indicated in the work tasks listed in Section III, Statement of Need.
- B. The contractor shall provide a monthly report to the VDEQ Contract Administrator on activities performed under the contract and expenditures incurred.
- C. All deliverables shall be submitted to the VDEQ Contract Administrator, Devlin Harris for approval.
- D. The contractor shall submit to the VDEQ Contract Officer, Renee' Bishop, monthly reports to substantiate compliance in accordance with the Small Business Subcontracting Plan. When such business has been subcontracted to these firms, the contractor agrees to furnish the purchasing office at a minimum, the following information: name of firm, phone number, total dollar amount subcontracted, category type (small; small and women-owned; or small and minority-owned), and type of product/service provided.

VII. PREPROPOSAL CONFERENCE: No conference will be conducted.

VIII. GENERAL TERMS AND CONDITIONS:

- A. **VENDORS MANUAL**: This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.dgs.state.va.us/dps under "Manuals."
- B. **APPLICABLE LAWS AND COURTS**: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. **ANTI-DISCRIMINATION**: By submitting their proposal, offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious

practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

D. ETHICS IN PUBLIC CONTRACTING: By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

F. DEBARMENT STATUS: By submitting their proposal, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on

contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

- G. ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR RFPs:** Failure to submit a proposal on the official state form provided for that purpose shall be a cause for rejection of the proposal. Modification of or additions to any portion of the Request for Proposals may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal as nonresponsive. As a precondition to its acceptance, the Commonwealth may, in its sole discretion, request that the offeror withdraw or modify nonresponsive portions of a proposal which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.
- I. CLARIFICATION OF TERMS:** If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- J. PAYMENT:**
1. To Prime Contractor:
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
 - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
 - c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
 - d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset

when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.

- e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

2. To Subcontractors :

- a. A contractor awarded a contract under this solicitation is hereby obligated:
 - 1. To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - 2. To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

- 3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such

certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.
- K. PRECEDENCE OF TERMS:** The following General Terms and Conditions *VENDORS MANUAL*, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. QUALIFICATIONS OF OFFERORS:** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The

contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:

- a. By mutual agreement between the parties in writing; or
- b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
- c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

P. DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

Q. TAXES: Omitted.

R. INSURANCE: By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage will be

provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)

S. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract over \$50,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site (www.eva.virginia.gov) for a minimum of 10 days.

T. DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- U. **NONDISCRIMINATION OF CONTRACTORS:** A offeror or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- V. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:** The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All offerors must register in eVA; failure to register will result in the proposal being rejected.
- a. eVA Basic Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and the ability to research historical procurement data available in the eVA purchase transaction data warehouse.
 - b. eVA Premium Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments.
 - c. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
 - d. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
 - i. DMBE-certified Small Businesses: 1%, capped at \$500 per order.
 - ii. Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.
- W. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

- X. **SET-ASIDES**: This solicitation is set-aside for DMBE-certified small business participation only when designated “SET-ASIDE FOR SMALL BUSINESSES” in the solicitation. DMBE-certified small businesses are those businesses that hold current small business certification from the Virginia Department of Minority Business Enterprise. DMBE-certified women- and minority-owned businesses are also considered small businesses when they have received DMBE small business certification. Small businesses must be certified by DMBE not later than the solicitation due date.

IX. **SPECIAL TERMS AND CONDITIONS**:

- A. **AUDIT**: The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- B. **CANCELLATION OF CONTRACT**: The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- C. **DELIVERY**: State your earliest firm completion date: _____ 20 _____. This date may be a factor in making award.
- D. **IDENTIFICATION OF PROPOSAL ENVELOPE**: If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____	<u>July 20, 2009</u>	<u>2:00 PM</u>
Name of Offeror	Due Date	Time
_____	<u>10-01-RB</u>	
Street or Box Number	RFP No.	
_____	<u>Ecological Services for</u>	
City, State, Zip Code	<u>CERCLA Sites</u>	
	RFP Title	

Name of Contract Officer Renee' Bishop

The envelope should be addressed as directed on Page 1 of the solicitation.

If a proposal not contained in the special envelope is mailed, the offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the

solicitation. No other correspondence or other proposals should be placed in the envelope.

E. SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:

- A. It is the goal of the Commonwealth that 40% of its purchases be made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential offerors are required to submit a Small Business Subcontracting Plan. Unless the offeror is registered as a DMBE-certified small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to DMBE-certified small businesses. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received DMBE small business certification. No offeror or subcontractor shall be considered a Small Business, a Women-Owned Business or a Minority-Owned Business unless certified as such by the Department of Minority Business Enterprise (DMBE) by the due date for receipt of proposals. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the DMBE certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided.
- B. Each prime contractor who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution on a monthly basis, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm with the DMBE certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product or service provided. Payment(s) may be withheld until compliance with the plan is received and confirmed by the agency or institution. The agency or institution reserves the right to pursue other appropriate remedies to include, but not be limited to, termination for default.
- C. Each prime contractor who wins an award valued over \$200,000 shall deliver to the contracting agency or institution on a monthly basis, information on use of subcontractors that are not DMBE-certified small businesses. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, and type of product or service provided.

F. PRIME CONTRACTOR RESPONSIBILITIES : The contractor shall be responsible for completely supervising and directing the work under this contract and all

subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

- G. SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- H. WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the contractor's expense.
- I. SMALL, WOMEN, AND MINORITY-OWNED BUSINESSES SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:** Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to small, women, and/or minority-owned (SWAM) businesses. If SWAM subcontractors are used, the prime contractor agrees to report the use of SWAM subcontractors by providing the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, category type (small, women, or minority-owned), and type of product/service provided. **(Must complete Small Business Subcontracting Plan Attachment B.)**
- J. eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS:** The solicitation/contract will result in *one* purchase order(s) with the eVA transaction fee specified below assessed for each order.
- a. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
 - b. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
 - i. DMBE-certified Small Businesses: 1%, Capped at \$500 per order.
 - ii. Businesses that are not DMBE-certified Small Businesses: 1%, Capped at \$1,500 per order.

The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.

Internet electronic procurement solution, website portal www.eva.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The

portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution.

- K. CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:** The contractor assures that information and data obtained as to personal facts and circumstances related to clients will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the agency's written consent and only in accordance with federal law or the Code of Virginia. Contractors who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the agency of any breach or suspected breach in the security of such information. Contractors shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Contractors and their employees working on this project may be required to sign a confidentiality statement.

X. METHOD OF PAYMENT:

- A. The contractor shall submit monthly invoices. Each invoice shall reference the contract number, and include a detailed description of the completed tasks, date of service, and hours worked. Copies of actual travel expenses (lodging, meals, car rental, etc.) shall accompany each invoice.
- B. All invoices shall be sent to:
- Department of Environmental Quality
Attn: Accounts Payable
P.O. Box 1105
Richmond, Virginia 23218
- C. Payment shall be made in 30 days of receipt of an accurate and complete invoice as approved by the VDEQ Contract Administrator.

XI. PRICING SCHEDULE: Offeror shall provide an hourly rate for the provision of all services listed below. Hourly rates shall be all-inclusive to cover all work tasks

1. Prepare Site-Specific Plans
2. Review CERCLA and RCRA related documents
3. Participate in technical meetings (both in person and via conference call)
4. Perform Field Audits, Inspections, Sampling and Data Review
5. Provide Technical Support for CERCLA Site Assessment, Data Management, State of Virginia Initiative and/or Project Specific Technical Support
6. Work Assignment Closeout and Delivery of Documents and Data

HOURLY RATE FOR SERVICES \$ _____/HOUR

XII. ATTACHMENTS:

- A. **Offeror Data Sheet** - Offeror to provide contact information, number of years in business and four (4) references.
- B. **Small Business Subcontracting Plan** - Offeror to document the firm's certification as a small business by the Department of Minority Business Enterprise (DMBE) or plans for utilizing DMBE-certified small businesses as subcontractors in the performance of this contract.

ATTACHMENT A
OFFEROR DATA SHEET

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in your proposal being scored lower.

1. **Qualification:** The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.
2. **Vendor's Primary Contact:**
Name: _____ Phone: _____
3. **Years in Business:** Indicate the length of time you have been in business providing this type of good or service:
_____ Years _____ Months
4. **Vendor Information:**
eVA Vendor ID or DUNS Number: _____
5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.
 - A. Company: _____ Contact: _____
Phone: (____) _____ Fax: (____) _____
Project: _____
Dates of Service: _____ \$ Value: _____
 - B. Company: _____ Contact: _____
Phone: (____) _____ Fax: (____) _____
Project: _____
Dates of Service: _____ \$ Value: _____
 - C. Company: _____ Contact: _____
Phone: (____) _____ Fax: (____) _____
Project: _____
Dates of Service: _____ \$ Value: _____
 - D. Company: _____ Contact: _____
Phone: (____) _____ Fax: (____) _____
Project: _____
Dates of Service: _____ \$ Value: _____

I certify the accuracy of this information.

Signed: _____ Title: _____ Date: _____

ATTACHMENT B

Small Business Subcontracting Plan

Definitions

Small Business: "Small business " means a business, independently owned or operated by one or more persons who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years.

Women-Owned Business: Women-owned business means a business concern that is at least 51% owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

Minority-Owned Business: Minority-owned business means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

All small businesses must be certified by the Commonwealth of Virginia, Department of Minority Business Enterprise (DMBE) by the due date of the solicitation to participate in the SWAM program. Certification applications are available through DMBE online at www.dmbv.virginia.gov (Customer Service).

Offeror Name: _____

Preparer Name: _____ **Date:** _____

Instructions

- A. If you are certified by the Department of Minority Business Enterprise (DMBE) as a small business, complete only Section A of this form. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received DMBE small business certification.
- B. If you are not a DMBE-certified small business, complete Section B of this form. For the proposal to be considered and the offeror to be declared responsive, the offeror shall identify the portions of the contract that will be subcontracted to DMBE-certified small business in Section B.

Section A

If your firm is certified by the Department of Minority Business Enterprise (DMBE), are you certified as a (**check only one below**):

_____ Small Business

_____ Small and Women-owned Business

_____ Small and Minority-owned Business

Certification number: _____ Certification Date: _____

Section B

Populate the table below to show your firm's plans for utilization of DMBE-certified small businesses in the performance of this contract. This shall not exclude DMBE-certified women-owned and minority-owned businesses that have received the DMBE small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

B. Plans for Utilization of DMBE-Certified Small Businesses for this Procurement

Small Business Name & Address DMBE Certificate #	Status if Small Business is also: Women (W), Minority (M)	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract	Planned Contract Dollars During Initial Period of the Contract
Totals \$					